

THE ADJUTANT GENERAL OF VIRGINIA
HUMAN RESOURCE OFFICE
MULLINS ARMORY
5901 BEULAH ROAD
SANDSTON, VA 23150

STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 34-12

POSITION TITLE: Human Resource Sergeant

GRADES: SGT/E-5

DMOS: 42A20

FEMALE ASSIGNMENT ELIGIBILITY: No

UNIT: HHC 3-116th Infantry

Location: Winchester, VA

OPENING DATE: 22 June 2012 **CLOSING DATE:** 24 July 2012

POC FOR ADDITIONAL INFORMATION: SFC Sharon L. Hagans (804) 236-7831 / DSN 438-7831 or CPT Jennifer Coward, (804) 236-7826, /DSN 438-7826

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional enlisted, grades SPC/E-4 through SGT/E5, who are members of the Virginia Army National Guard.

NOTE:

In regards to ALL current and future AGR Vacancy Announcements open to SSG and above, the following applies:

For entry into the AGR Program, SSG or above, must possess the required grade and MOS level authorized for the AGR duty position.

For Subsequent duty in the AGR program, SSG or above who do not possess the required MOS, must become MOS qualified within 12 months.

In regards to ALL current and future AGR Vacancy Announcements open to SGT and below, the following applies:

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SGT and below, if not MOS qualified in the required MOS for the vacancy announcement, must be qualified within 12 months (entry and subsequent tours).

BRIEF DUTIES AND RESPONSIBILITIES: Processes a variety of military personnel transactions involving the appointment, enlistment, reenlistment, separation, promotion, assignment, line of duty action, IPERMS, scanning, transfer, evaluation, qualification, attendance, clearance, training and personnel recognition of enlisted and officer personnel in the National Guard. Provides assistance to members and dependents involving benefits and entitlements, survivor benefits, and other personal affairs/family support activities. Reconstructs and verifies situations and facts pertaining to each assigned transaction. Understands and applies substantive and procedural requirements, including rules, regulations, and precedent decisions, in independently accomplishing transactions ranging from the very routine and simple to the most unusual and complex. Initiates and maintains military personnel records for assigned and attached officer and enlisted individuals, working with them, as well as from supporting documentation, to ensure that information and data are current and accurate. Ensures complete and correct military personnel data is provided and entered into automated personnel reporting systems as required. Performs a variety of military personnel related administrative duties to include typing and distribution of correspondence and other written material, maintaining master files of publications, special orders, correspondence, etc, receiving and distributing of mail, telephone calls and other information. Perform other duties as assigned.

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55th birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-

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501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3 in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3. MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET)

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER, or an E4 submit a letter of recommendation from your commander.
3. **Certified** copy of DA Form 2-1 or Enlisted Record Brief (ERB). Certified means having your unit of assignment certify a "True Copy" and a signature **not older than 1 year**.
4. Copy of current physical (DD2807-1 and DD2808 completed within the last five years **or** copy of the automated MEDPROS data print-out dated within one year.
5. **Photograph in Class A or Blue Army Service Uniform (ASU) taken within the last 12 months. DA Photo not required. Photo must be 5x7 or larger and $\frac{3}{4}$ length to insure visibility of the front of the uniform. Photo must be dated.**

NOTE:

Deployed applicant's photo may be taken in ACUs.

If applicant has not been issued the Class A or ASU photo may be taken in ACUs. However you must provide a memo from your Supply SGT, 1SG or commander as to why you do not have the required uniform.

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6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B**).
7. Any additional information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.).

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position may be revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered.

Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, PRN: 210, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Scanned or faxed applications will not be accepted. Deployed soldiers are authorized to scan application packets to sharon.hagans@us.army.mil**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/> Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
CARL F. BESS, JR., Col, VaANG
Human Resource Officer